



Petition Number: 2206-DDP-16

Project Name: Andover - Guidepost Montessori Daycare

Subject Site Address: 18110 Grassy Branch Rd.

Petitioner: NVS Properties 20 LLC

Representative: Murphy Real Estate Services

Request: Petitioner request **Detailed Development Plan** review for a 10,875 SF daycare facility on 2.06 acres +/- in the Andover PUD District.

Current Zoning: Andover PUD – underlying zoning LB (Ord. [03-40](#) as amended)

Current Land Use: Vacant

Approximate Acreage: 2.06 acres +/-

Property History: Original Zoning Ordinance (Ord. [03-40](#) as amended)
Amendment associated with Parcel I (Ord. [22-17](#))
Primary Plat Docket # 1403-SPP-03
Overall Development Plan Docket # 1403-DP-06
Secondary Plat Docket # 1407-SFP-25

Exhibits:

1. Staff Report
2. Location Map
3. Site Plan
4. Building Elevations
5. Landscape Plan

Staff Reviewer: Weston Rogers, Associate Planner

BACKGROUND

The Property is identified as Parcel “I” and located within Area “Y” of the Andover PUD. The underlying zoning of the property is “Local and Neighborhood Business” (LB).

The Andover PUD ordinance 03-40 was originally approved in 2003. The subject property located within this PUD was previously included as part of Primary Plat 1403-SPP-03 and Overall Development Plan 1403-DP-06 – both approved in 2014.

An amendment to the Andover PUD was approved in July 2022 to increase the maximum allowable size of a daycare facility from 8,000 SF to 11,000 SF, reduce the parking area setback from 30’ to 10’, and permit fiber cement siding in lieu of EIFS.

The filed Detailed Development Plan 2206-DDP-16 proposes an 10,875 SF daycare building, playground facilities, surface parking, and other related improvements.

DEVELOPMENT PLAN – General Plan Requirements

Article 10.7(H)2 of the current Westfield UDO

The plans comply.

- 1) Title, scale, north arrow and date.
- 2) Proposed name of the development.
- 3) Area map insert showing the general location of the site referenced to Streets, section lines and alternative transportation plan system, as well as the Zoning District and use of adjacent property.
- 4) Address and legal description of the property.
- 5) Boundary lines of the property including all dimensions.
- 6) Location, name, centerline and width of all Streets, Private Streets, Alleys, access easements and alternative transportation plan system improvements that are existing or proposed to be located within or adjacent to the property.
- 7) Location, centerline and width (at the Lot Line) measurements of any proposed or existing Driveways within two hundred (200) feet of the property, and any connection to an Alley must be indicated.
- 8) Location and dimensions of primary vehicular ways in and around the proposed development, including depictions of all travel lanes, turning movements, vehicle storage areas and tapers.
- 9) All proposed Street and Driveway improvements, both on and offsite, including measurement of curb radius and/or taper.
- 10) Location and dimensions of existing and proposed sidewalks, pathways, trails or other alternate transportation plan improvements.
- 11) Layout, number, dimension and area (in square feet and acres) of all Lots and Out-lots with Building Setback Lines.
- 12) Location and dimensions of all existing structures and paved areas.
- 13) Location and dimensions of all proposed structures and paved areas (indicated by cross-hatching).
- 14) Location of all Floodplain areas within the boundaries of the property.
- 15) Names of legal ditches and streams on or adjacent to the site.

- 16) Location and feasibility statement of all existing and proposed utility facilities and easements, including, but not limited to: sanitary sewer, water, storm water management, electric, gas, telephone and cable.
- 17) Identify buildings proposed for demolition.
- 18) Areas of the property reserved for Development Amenities, Open Space and other similar uses.
- 19) Use of each Lot and/or building by labeling, including approximate density or size of proposed uses and buildings (e.g., number of parking spaces, Dwelling Units, Gross Floor Area, Living Area).
- 20) Label Building Separation and/or / Building Setback Lines in relation to Front, Rear and Side Lot Lines

DEVELOPMENT PLAN – Review Criteria

Article 10.7(E) of the current Westfield UDO

Development Plans shall comply with and be reviewed by the Plan Commission upon finding that the Development Plan is in compliance with the following requirements:

- 21) Compliance with all applicable development and design standards of the Zoning District in which the real estate is located.
- 22) Compliance with all applicable provisions of any Overlay District in which the real estate is located.
- 23) Management of traffic will be in a manner that creates conditions favorable to health, safety, convenience, and the harmonious development of the community such that:
 - a) The design and location of proposed street and highway access points shall minimize safety hazards and congestion.
 - b) The capacity of adjacent streets and highways is sufficient to safely and efficiently accept traffic that will be generated by the new development.
 - c) The entrances, streets and internal traffic circulation facilities in the proposed development are compatible with existing and planned streets and adjacent development.
- 24) The applicable utilities have sufficient capacity to provide potable water, sanitary sewer facilities, electricity, telephone, natural gas, and cable service at a satisfactory level of service to meet the needs of the proposed development.

ANDOVER PUD STANDARDS

(PUD Ord. 03-40)

The plans comply.

25) Section 5 – Local Business Area (Exhibit 5 and 6 of PUD Ordinance)

26) Section 6 – Uses

27) Section 8 – Development and Architectural Standards

- 8(C)(1) – The square footage of the day care facility in Parcel I shall not exceed 8,000 square feet.

Comment: Informational; approved Andover PUD Text Amendment (2206-PUD-12) increased the maximum allowable building size from 8,000 square feet to 11,000 square feet. Adoption of this Andover PUD Text Amendment was completed in July of 2022.

- 8(C)(2) – The square footage of the assisted living facility in Parcel J shall not exceed 30,000 square feet.
- 8(C)(3) – Maximum building height: forty-five (45) feet.

28) Section 9 – Landscaping

The landscaping standards set forth in Section 16.06 of the Zoning Ordinance (the "Landscaping Standards"), *(in force at the time of the enactment of this Andover PUD)*, shall apply to the development of the Real Estate, with the following exceptions:

- 9(A) – The minimum numbers of shade trees, evergreen trees, ornamental trees, and shrubs required to be planted are to be set forth in the following table (this table shall replace the provisions of Table 16.06.050-01 of the Zoning Ordinance):
- 9(B) – Buffer Yard plantings shall not be required along the northern border of the Real Estate between Grassy Branch Road and Shady Nook Road nor along the southern border of the Real Estate.
- 9(C) - Within Buffer Yards, material substitutions may be made with approval of Department staff.

29) Section 10 – Signage

The signage provisions set forth in Section 16.08 of the Zoning Ordinance *(in force at the time of the enactment of this Andover PUD)*, as they exist and are in force on the date of the enactment of this Andover PUD, shall apply to the development of the Real Estate.

DISTRICT STANDARDS

Associated articles within WC 16.04.050 Business Districts – zoning ordinance from year 2000

The plans comply.

A: General Requirements

D: Local and Neighborhood Business District (LB)

- 1) Special Requirements –
- 2) Permitted uses –
- 3) Special Exception Uses
- 4) Minimum Lot Area – 5 acres
- 5) Minimum Lot Frontage: 50 feet
- 6) Minimum Setback Requirements –
 - o Front Yard Adjacent to All Districts: 60 feet
 - o Side Yards Adjacent to Residential Districts 60 feet
 - o Side Yards Adjacent to Non-Residential Districts 60 feet
 - o Rear Yards Adjacent to Residential Districts 60 feet
 - o Rear Yard Adjacent to Non-Residential Districts 20 feet
- 7) Use of Required Yards –
 - o All required yards shall be maintained as green space and landscaped with grass, trees, shrubbery, or hedge, or in combination with other suitable ground cover materials in compliance with the requirements of Chapter 6. Landscape Standards of this Ordinance, and shall remain free from buildings or structures except where expressly permitted below:
 - Front Yard Adjacent to Non-Residential Districts – Required front yards adjacent to non-residential districts may include driveways and parking areas, provided that (i) no portion of the parking area may be located closer to the right-of-way than ten (10) feet; and, (ii) the remainder of said required front yard shall be maintained as green space free from buildings or structures.
 - Front Yard Adjacent to Residential Districts – Required front yards adjacent to residential districts may include driveways and parking areas, provided that (i) no portion of the parking area may be located closer to the right-of-way than thirty (30) feet; and, (ii) the remainder of said required front yard shall be maintained as green space free from buildings or structures.
Comment: Informational; approved Andover PUD Text Amendment (2206-PUD-12) decreased the min. parking area setback from 30’ to 10’. Adoption of this Andover PUD Text Amendment was completed in July of 2022.

- Side and Rear Yards Adjacent to Non-Residential Districts – Required side and rear yards may include interior access driveways, provided that the remainder of said required side or rear yard shall be maintained as green space free from buildings or structures.
- Side and Rear Yards Adjacent to Residential Districts – Required side and rear yard shall be maintained as green space free from buildings or structures.
- 8) Maximum Building Height –
- 9) Square Footage Requirements –
 - Minimum Business Size 800 SF
 - Maximum Business Size 30,000 SF
 - Aggregate Maximum of all Buildings within the Development 90,000 SF
- 10) Parking –
- 11) Loading –
- 12) Signs –
- 13) Landscaping –
- 14) Lighting –
- 15) Development Plans –
Development Plans filed for any new construction, building additions, new or expanded surface parking areas, new or expanded surface loading areas, exterior building renovations or signs in the LB District shall, in addition to any Development Requirements contained elsewhere in this Ordinance, also comply with the following additional
- 16) Development Requirements:
 - A. Pedestrian Access and Orientation - Developers of sites in the Local Business District shall provide sidewalks or pathways along all adjoining public or private streets. Such sidewalks or pathways shall be designed so as to connect to an existing or proposed sidewalk, pathway or trail network.
 - B. Building Fascia - All buildings and structures within a Local Business District development shall share a common architectural style.
 - C. Vehicle Access - Each vehicle access point shall be designed in compliance with the criteria set forth in this Ordinance and the "Town of Westfield Construction Standards", administered by the Westfield Utilities Department.
 - D. Development Pattern - Developments may be either: (i) a freestanding individual development; or, (ii) an integrated development containing more than one (1) business in one (1) or more buildings.
 - E. Signs
 - 1) Freestanding Signs
 - a. Number of Signs - One (1) freestanding sign shall be permitted.

- b. Maximum Sign Surface Area Per Freestanding Sign - Ten (10) square feet per gross acre, or part thereof, within the development, with a 200 square foot maximum.
 - c. Illumination - No freestanding sign shall be illuminated, either internally or externally, if located within 200 feet of a residential district.
 - d. Maximum height of sign - twenty (20) feet above grade.
 - e. Setback - Minimum: twenty (20) feet from right-of-way.
 - f. General - No freestanding sign shall obstruct sight lines set forth in WC 16.04.230,2.,v).
- 2) Wall Signs
- a. Maximum Facades with Wall Signs - two (2) facades of a building.
 - b. Maximum Number of Wall Signs - one (1) wall sign for each façade of a tenant space.
 - c. Maximum Sign Surface Area - one (1) square foot of wall sign surface area for every two (2) linear feet of building façade of the applicable tenant space.
 - d. Maximum Aggregate Sign Surface Area for all Wall Signs on a Building - one hundred (100) square feet.
- F. Outside Storage or Display
- 1) No outside storage or display of materials or merchandise shall be permitted.
 - 2) No outside vending machines shall be permitted.
 - 3) All business uses shall be conducted within buildings so constructed that no noise, dust or dirt shall be audible or visible beyond the confines of the building or structure.
 - 4) Trash containers shall: (i) be screened on all sides with a solid walled or fenced enclosure not less than six (6) feet in height above grade and equipped with wood covered gates; (ii) not be located between the front line of the primary building and the front lot line; and, (iii) not be located in any required yard.

DEVELOPMENT REQUIREMENTS – (LB) District

The plans comply.

Associated articles within WC 16.04.165(D)(3) – zoning ordinance from year 2000

- a) Site Access and Circulation
 - i) All proposed site access locations shall comply with the requirements of the Indiana Department of Transportation, Driveway Permit Manual (1996 Version) and any amendments thereto, which is hereby incorporated into and made a part of this Ordinance by this reference;
 - ii) All proposed site access locations shall provide for the safe and efficient movement of vehicular and pedestrian movement to and from the proposed development; and,

- iii) Site circulation patterns shall be designed to minimize conflicts between vehicular and pedestrian traffic, and create a safe and efficient movement of both vehicular and pedestrian traffic in and around the site.
- b) Landscaping
- c) Lighting
- d) Signs
- e) Building Orientation
 - i) Each building façade visible from a public street or oriented to an adjoining Residential District shall be a finished façade.
 - ii) No loading spaces or loading docks shall be permitted to face a public street or an adjoining Residential District.
 - iii) No outside storage shall be permitted between an established building line and the right-of-way of a public street or an adjoining Residential District.
 - iv) All roof or ground mounted mechanical equipment shall be completely enclosed. Ground-mounted enclosures for mechanical equipment shall be landscaped on all sides not facing the building served.
- f) Building Materials

In order to create variation and interest in the built environment, all new buildings or building additions located within any Business District shall use the exterior building materials specified below on each facade visible from a public street or an adjoining Residential District:

- i) All brick (excluding window, display window, door, roofing, fascia and soffit materials); or,
- ii) Two (2) or more building materials (excluding window, display window, door and roofing materials), provided, however, that the primary building material shall be either brick or Exterior Insulation and Finish System (E.I.F.S.) and shall constitute a minimum of sixty (60) percent of each facade visible from a public street or an adjoining Residential District.

The exterior building material selection shall be supplemented with the use of multiple colors, multiple textures (e.g., rough, smooth, striated, etc.) or the addition of architectural elements (e.g., quoins, pilasters, soldier courses, lintels, friezes, cornices, dentils, architraves, etc.) on each facade visible from a public street or an adjoining Residential District.

Comment: Informational; approved Andover PUD Text Amendment (2206-PUD-12) permits fiber cement siding as a primary permitted building material in lieu of EIFS. Adoption of this Andover PUD Text Amendment was completed in July of 2022.

OFF-STREET LOADING AND PARKING

The plans comply.

Associated articles within WC 16.04.120 – zoning ordinance from year 2000

- **Size** – A required off-street parking space shall be at least 10 feet in width and at least 20 feet in length, exclusive of access drives, aisles, ramps, columns, and office or work area. Such space shall have vertical clearance of at least seven feet. Parallel parking shall require 24 feet in length.
- **Required Spaces** – Parking space requirements for other uses will be determined by the Building Commissioner based upon data supplied by the applicant in response to traffic and parking data requested to be furnished with the application for an improvement location permit.
- **Lighting** – A system of floodlights shall be installed to provide an adequate standard of illumination over the entire parking lot of planned business developments during business hour and minimum-security illumination during non-business hours. All flood lights shall be shielded so that minimum glare will extend to the adjacent property and shall meet requirements of the Westfield Utilities Department.

LANDSCAPING STANDARDS

The plans comply.

– zoning ordinance from year 2000

WC 16.06.010 - General Landscaping Provisions

WC 16.06.030 - Selection, Installation, and Maintenance of Plant Materials

WC 16.06.040 - General Landscape Design Standards

WC 16.06.050 - On-Site and Street Frontage Landscaping Requirements

WC 16.06.060 - Buffer Yard Requirements

WC 16.06.070 - Parking Area Landscaping

WC 16.06.080 - Recommended Plant Materials

LIGHTING STANDARDS

– zoning ordinance from year 2000

The plans comply.

WC 16.07.010 General Lighting Standards

- Light sources shall be located and installed in such a way that minimizes light spilling over onto contiguous properties.
- On-site lighting of buildings, lawns, and parking areas shall be designed so as not to shine or cause glare in excess of one-half (.5) foot-candle onto adjacent buildings, properties, public streets, or vehicles thereon.
- Lighting shall be installed so as to reflect away from adjoining properties. Covers shall be installed on lighting fixtures. Lamps shall not extend below the bottom of such covers.
- Light poles within one hundred (100) feet of residential districts shall not exceed twelve (12) feet in height.
- Special attention shall be given to the intensity, function, and appearance of lighting to be installed. Lighting installed shall be consistent with other lighting in the surrounding area.
- Reflected glare on nearby buildings, streets, or pedestrian areas shall be mitigated by utilizing overhangs and awnings; using non-reflective building materials for exterior walls and roof surfaces; controlling angles of reflection; and placing landscaping and screening in appropriate locations.

DEPARTMENT COMMENTS

1) The plans as presented comply with the applicable zoning ordinances.

2) Action: Approve Detailed Development Plan 2206-DDP-16 with the following condition:

- **That all necessary approvals be obtained from the Westfield Public Works Department and the Hamilton County Surveyor's Office prior to any work beginning on the Property.**

3) If any Plan Commission member has questions prior to the meeting, then please contact Weston Rogers at wrogers@westfield.in.gov or (317) 408-9895